

**PINE COUNTY**  
**ADMINISTRATOR**  
635 NORTHRIDGE DRIVE NW, SUITE 200  
PINE CITY, MN 55063  
1-800-450-7463 Extension 1620  
FAX (320) 591-1628

Date Posted: 12/19/18

Deadline: 01/04/2019 @ 4:30 pm

**EMPLOYMENT NOTICE**  
**SOCIAL WORKER – MNCHOICES ASSESSOR**  
**Health & Human Services – Adult Services Unit**

**Position:** County Agency Social Worker      **Location:** HHS – Sandstone  
**Union:** AFSCME H&HS Unit      **OT Status:** Full-time, non-exempt (37.5 hrs/week)

**ESSENTIAL DUTIES:**

- Conduct comprehensive online MNCHOICES Assessments for clients by evaluating their physical, mental, social and environmental health status.
- Determine applicants' risk of institutional care and their level of care according to state and federal criteria.
- Analyze assessed data and assist applicants in identifying relevant goals along with specific supports that will enhance clients' abilities to meet goals and live in the least restrictive environment.
- Maintain broad knowledge base related to payer sources and community based services.
- Interprets programs to clients and refers to appropriate community resources.
- Determines eligibility for home and community based programs (AC, BI, CAC, CADI, DD, EW waivers, PCA) based on individualized client needs and wants.
- Coordinate the provision of long term services and supports to ensure 1) appropriateness, 2) quality, 3) cost effectiveness.
- Complete a plan of care for client.
- Performs other related duties as required or assigned.

**MINIMUM QUALIFICATIONS:**

Requires bachelor's degree in social work and at least one year of home and community-based experience; OR a bachelor's degree in a closely related field and at least one year of home and community-based experience. Must possess a valid driver's license and provide a reliable means of transportation for the performance of work responsibilities.

**APPLICANT INFORMATION:**

**Applicants must complete a [county application](http://www.co.pine.mn.us/departments/human_resources/application_forms.Php)**; resumes alone will not be accepted. Download the application on the web site at [www.co.pine.mn.us/departments/human\\_resources/application\\_forms.Php](http://www.co.pine.mn.us/departments/human_resources/application_forms.Php) and drop off or mail to the County Administrator's office by **Friday, January 4, 2019 @ 4:30 pm.**

**Applicants must also be on the MN Merit System eligibility list.** To apply, go to <https://agency.governmentjobs.com/mnmeritsystem/default.cfm> and click on *Job Posting 011-58*. Deadline for receipt of applications is **Friday, January 4, 2019 @ 4:30 pm.** For further information regarding the Merit System, please call 651-431-3030 or email at [dhs.merit.system@state.mn.us](mailto:dhs.merit.system@state.mn.us).

**Merit System Examination process**

The examination will consist entirely of a rating of education and experience based on responses to the supplemental questionnaire  
*Must complete applications by closing date of Friday, January 4, 2019 @ 4:30 pm*

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**PINE COUNTY PERSONNEL SYSTEM**

**CLASSIFICATION:** County Agency Social Worker  
**PAY GRADE:** Grade 10 - \$23.98/hr - \$30.14/hr DOQ  
**RATING METHOD:** The selection process will include a formal interview and may include testing and/or other methods of selection.  
**CLOSING DATE:** **Friday, January 4, 2019 @ 4:30 pm**  
*An Equal Opportunity Employer/Affirmative Action Employer*